



STATE OF WASHINGTON  
MILITARY DEPARTMENT  
Camp Murray • Tacoma, Washington 98430-5000

Situational Report # 3

March 19, 2020

FOR: All State Employees Washington Military Department  
Federal Supervisors of WMD State Staff

FROM: MG Bret D. Daugherty  
The Adjutant General

A handwritten signature in black ink that reads "Bret D. Daugherty".

SUBJECT: Continuity of Operations due to COVID-19 Guidance #3

The last TAG Update was provided on March 12, 2020 and can be found at [HR SharePoint Site](#). Earlier guidance can be found in previous documents. Items below reflect either a clarification or change in guidance or require more active engagement on the part of Managers and Supervisors.

1. To reduce the spread of the virus and maintain readiness, our State has taken some unprecedented precautions in order to increase our ability to reduce the spread of the virus and decrease the impact on business operations. On March 16<sup>th</sup>, the Governor announced that all restaurants, bars, and entertainment and recreational facilities be closed. Only drive up and delivery restaurant services will be available. In addition, group gatherings have been reduced to 10 or less and must practice guidelines given by the Health Department and CDC such as the practice of social distancing by remaining 6 feet away from others. I urge each of you to ensure that you are practicing social distancing.
2. I am directing Division Directors to actively pursue placing staff who are able to telework on telework immediately giving priority to staff who have underlying health conditions; are over the age of 60; have children under the age of 18 months, are pregnant, etc. Our Human Resources (HR) Staff are available to discuss this with you by telephone. I urge you to be creative in offering telework to staff who would not normally telework. Staff who can telework should be teleworking.
3. The closure of schools in Washington will have a significant impact on many of our staff who are parents. I have suspended the restriction in the Telework Policy regarding primary responsibility for child/dependent care during working hours. Depending on the situation, this may result in no change to the employee work hours, employees stretching work hours over a longer period, working part time and/or using accrued leave. I urge you to be flexible in giving employees the opportunity to care for their families. Employees must still be able to respond during their agreed upon work hours in a reasonable period. To access this option, the employee must work with their supervisor to determine assignments and work hours. Employees still have the option of using vacation leave or sick leave when ill, or to care for a sick dependent. Both the telework application and agreement can be found at the following link: [Telework Forms](#).
4. I am reminding all staff not to report to work if you are sick. This is imperative in order to protect the health of your co-workers and the customers you serve. And if one of your symptoms is fever, do not return to work until your fever has dissipated for at least 72 hours. You have the option of using accrued leave or authorized leave without pay.
5. Staff must immediately report to their Manager if they have been in close contact with someone who has tested positive with the COVID-19 virus. Close contact is defined as:
  - Living in the same household as a person with COVID-19
  - Caring for a person with COVID-19
  - Being within 6 feet of a person with COVID-19 for about 10 minutes; OR

- Being in direct contact with secretions from a person with COVID-19 (coughed on, kissed, sharing utensils, etc.)

If you have not been in close contact with a person with COVID-19, you are at low risk for infection. You can continue to go to work but should monitor your health for 14 days and stay away from others should you get sick. Anyone meeting the criteria noted above may be at a greater risk and will be advised to self-isolate at home and monitor their health. Telework is an option during the isolation period. If telework is not available staff will be eligible for up to 14 days of Administrative Leave.

6. Prior to placing any staff members on Administrative Leave, Managers are directed to consult with their Division Directors AND Human Resources. Division Directors are the only ones who can approve Situational Telework and that authority cannot be delegated.
7. Any out of state business travel is cancelled until further notice. In state travel requires authorization of the Division Director and must be mission essential.
8. Trainings and conferences are cancelled until further notice.
9. All Agency meetings should be held virtually when possible.

In closing, the State HR SharePoint site has been loaded with all information currently available for managers and employees regarding administration of leave, guidance documents, telework resources, and forms that may be required ([Telework Resources](#)). If you have questions or concerns that are not being addressed in your areas, I encourage you to contact the HR Office for assistance.